

Programme Operations Officer (Team Logistics)

Location: Sheffield (office based)

Salary: £28K to £30K

Reports to: Programme Operations Manager

Time commitment: Full Time

SUMMARY

Boxing is one of the oldest sports in the world and has featured in the Olympic Games since 1904. GB Boxing has a successful record of winning Olympic medals, winning 16 medals since its formation in 2008, including 6 golds. The objective of GB Boxing is to win medals at the Olympic Games at LA 2028, and in other major international competitions. To achieve this objective, GB Boxing must build upon recent successes and deliver a World Class Programme (WCP) that identifies the best boxers and supports them in achieving further medal-winning success.

JOB PURPOSE

The post holder will work closely with the Programme Operations Manager as well as the Performance Manager and Performance Director and will manage and undertake operational support for the World Class Programme Squad for training and competition programmes in the UK and abroad.

Responsibilities:

Performance

1. Organise, co-ordinate and deliver all logistical and travel services for the World Class Programme both in the UK and abroad. Liaise closely with the Programme Operations Manager and other performance staff, in particular the Performance Manager, as necessary on all aspects of the logistical support to the squads and teams in relation to specific competitions and training camps.

2. Liaise with travel agents and service providers ensuring the most efficient way to travel. Provide administrative support in respect of individual travel requirements for athletes and staff, meeting need and ensuring value for money.
3. Providing operational support to the Performance Manager and Performance Director relating to team selection for competition entries, including the following:
 - a. Submission of team entries, ensuring accuracy of entry; all entry requirements met, and entry signed off by appropriate officer (CEO and Performance Manager).
 - b. Completion of all related documents as required by competition organisers including hotel and accommodation, travel and visa applications.
 - c. Liaise with home nations to support entry of WCP boxers in advance of deadlines and ensure all relevant information is available to the travelling team (especially when travelling independently).
4. Work closely with the Performance Manager to ensure competition costs come within budget whilst meeting the needs of the performance team.
5. Collation of travel information for all staff members and boxers including travel fact sheets, complete travel risk assessments and circulate in advance and present to staff and boxers during the camp ahead of travel with the coaching team.
6. Where required, liaising with Home Nation referee and judges to ensure all tournaments are covered with R&J support; collating feedback from judges in attendance at events for performance feedback and any logistical matters.
7. Working with the coaches and medical team to ensuring all athletes' international medical information is up to date; booking dentistry and up-to-date vaccination information.
8. Undertake any other reasonable duties for the Chief Executive, Performance Manager as required.
9. Provide out of hours and weekend support as required at specific times when teams are travelling to competitions and for UK-based events.
10. Facilitate the Competition Steering Group, coordinating dates, paperwork and agenda in advance of the meeting.
11. Making recommendations on improving processes, creating efficiencies and ensuring up-to-date knowledge of entry systems and rules.

12. Supporting the management of competition debriefs, designing, collecting and collating feedback from the team on each competition and using this information to improve logistical processes and distributing feedback to relevant departments and sharing in the competition debrief meetings.
13. Supporting camp logistics and assessment camp logistics for other Programme Operations Managers as required, covering holiday where necessary.
14. Providing support to the Performance Manager on other performance matters as required.
15. Providing the CEO with support on wider operational and governance issues from time to time as required.

The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements commensurate with the post and grade which the employee may be required to perform from time to time.

Key Relationships

- **Reporting to:** Programme Operations Manager
- **Performance Team:** Performance Director, Performance Manager
- **Operations Team:** Programme Operations Manager

Line Management Responsibilities

- None

HOW TO APPLY

If you feel that you have the right attributes to succeed in this role, please forward your CV and a covering letter outlining how you feel your skills and experience would make you an ideal candidate.

Closing date for applications will be Monday 22nd September, and applications should be sent by email to: hr@gbboxing.org.uk.

We would also appreciate it if all applicants could complete the online equality monitoring form in the link below.

[Equality Monitoring Form](#)



GB Boxing believes in fairness and equity and values diversity in all its dealings. We welcome applications from suitably qualified and eligible candidates irrespective of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation

CONTACT GB BOXING

If you would value an informal conversation about the application process, please email hr@gbboxing.org.uk to arrange a phone call.

GB BOXING

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